INFORMATION ANALYST - BOCES

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the development and maintenance of spreadsheets and databases, and the collection and analysis of data related to performance and customer information for Broome/Tioga BOCES. The incumbent also has responsibility for the formatting and production of tables, charts, statistical data and various reports related to and in support of the program. Work is performed under general supervision of a higher level employee with leeway allowed for the use of independent judgment in carrying out the detail of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interprets and analyzes data with local BOCES and district staff as it relates to the Professional Development and Resource Center;
Designs, develops and maintains customer data bases and the Professional Development and Resource Center, including statistical profiles of each district;
Responsible for the collection and maintenance of district data;
Enters edits and maintains data in the information management system;
Ensures that all databases are operational with accurate data;
Supports program users in accessing and retrieving data on-line;
Extracts data and prepares reports for the Director;
Uses various reporting tools and computer applications such as but not limited to spreadsheets, word processing, graphs, calendar, e-mail and database software in performing work assignments;
Modifies, re-activates, updates, archives and expands records and reports, as required;
Develops and disseminates regular service usage reports to participating school districts;
Coordinates, monitors and updates on-line calendar of services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of automated spreadsheet and database programs;
Good knowledge of the practices and methods involved in maintaining databases;
Good knowledge of the procedures used in compiling, tabulating, verifying and analyzing statistical data;
Good knowledge of the capabilities of automated systems equipment

     to produce various formats, such as reports, tables, charts
     and file storage;
Working knowledge of school district staff needs and
     responsibilities;
Ability to manipulate data into different standard formats;
Ability to comprehend and maintain complex records and data files;
Ability to troubleshoot minor software and application problems;
Ability to establish and maintain effective working relationships;
Ability to communicate effectively both orally and in writing;
Attention to detail;
Initiative;
Accuracy;
Creativeness.

MINIMUM QUALIFICATIONS:

A) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree; OR

B) Graduation from a New York State or regionally accredited college or university with an Associate's Degree and two years' experience where the primary function was data management, including the creation and maintenance of automated database systems; OR

C) Graduation from high school or possession of an equivalency diplomas and four years' experience where the primary function was data management, including the creation and maintenance of automated database systems; OR

D) Any equivalent combination of training and experience as indicated in A), B) and C) above.

SPECIAL REQUIREMENT: Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is needed.

R1047   4/7/16